

S-E-C-R-E-T

INSTRUCTION NO.  
LI 50-4

LI 50-4  
OPERATIONS  
Revised 16 December 1974

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SUBJECT: Emergency Situations in the Headquarters Area

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1. GENERAL

- a. The purpose of this instruction is to establish within the Office of Logistics (OL) responsibilities and procedures for ensuring essential logistic support for the Headquarters area in emergency situations other than fire and enemy attack. Such situations would include civil disturbances, weather emergencies, and other kinds of natural disasters.
- b. The applicable portions of this instruction will be implemented on order of the Director of Logistics (D/L), or his designee.

2. RESPONSIBILITIES

- a. The Chief, Plans and Programs Staff (P&PS), OL, will:
  - (1) When so ordered, instruct staffs and divisions to implement appropriate portions of this instruction.
  - (2) Coordinate the establishment of priorities and implementing plans within the staffs and divisions.
  - (3) Maintain a current overall roster of "Essential Employees" (Annex A) and disseminate revisions thereto to the staffs and divisions.
- b. The chiefs of staffs and divisions will:
  - (1) Identify essential employees within their elements and instruct such employees in their responsibilities during emergencies.

CLASSIFIED BY 010275  
EXEMPT FROM GENERAL DECLASSIFICATION  
SCHEDULE OF E. O. 11652, EXEMPTION CATEGORY:  
§ 5B(1), (2), (3) or (4) (check one or more)  
AUTOMATICALLY DECLASSIFIED ON

S-E-C-R-E-T

Removal of Annex A

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- (2) Maintain this roster on a current basis and notify the Chief, P&PS/OL, of any changes.
  - (3) Prepare plans for continuing in emergency situations the performance of essential functions and ensure their implementation, when so instructed.
- c. The Chief, Security Staff, OL, will:
- (1) Coordinate the establishment of plans and procedures for safeguarding classified material in emergency situations.
  - (2) Maintain close liaison with the Office of Security and keep the D/L appropriately informed.
- d. The Chief, Logistics Services Division (LSD), OL, will:
- (1) In coordination with the Offices of Security (OS) and Communications, activate emergency plans for an auxiliary communications system, utilizing to the extent necessary the remote-control points and the radio-equipped vehicles controlled by LSD to assist in providing a capability for essential communications in case of a breakdown in the commercial telephone system.
  - (2) Maintain close liaison with all available sources of weather information and keep the D/L appropriately informed.
  - (3) Ensure that motor pool vehicles are positioned so that they will be readily accessible for use and least vulnerable to damage from causes arising from the emergency situation.
  - (4) Provide limited Government transportation from home to office for the Deputy Directors and designated key employees.
  - (5) Maintain stocks of cots, sleeping bags, sheets, blankets, pillows, pillowcases, and rations throughout the area and provide for issuing them.

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- (6) Provide for the continuation of cafeteria and vending-machine services in Agency-occupied buildings.
- (7) In conjunction with the GSA Buildings Manager, provide for the continuation of utilities services in Agency-occupied buildings. Maintain a roster of the names, addresses, and telephone numbers of the owners and their employees who manage the leased buildings occupied by the Agency.
- (8) During times of emergency, the Office of the Chief, LSD/OL, will be the Logistics Emergency Control Center.
- (9) Activate to the extent necessary any emergency plans for logistic services support from other government, state, county, or commercial organizations.
- (10) To the extent possible, use radio-equipped vehicles for essential courier service, and coordinate with the Physical Security Division, OS, plans for courier service when the risk to classified material is greater than normal.
- (11) Discharge the following responsibilities relating to snow emergencies:
  - (a) Maintain a current list of personnel and equipment available from the Agency, GSA, military activities, state, county, and commercial sources for the removal of snow.
  - (b) Maintain, on a current basis, the list of "Priorities for Snow Removal at Headquarters" (Annex B) and provide the GSA Buildings Manager with a schedule of the priorities by area.
  - (c) Except for the [REDACTED] coordinate with GSA snow removal operations at other Agency-occupied buildings in the area.
  - (d) Augment GSA's snow-removal capability to the extent necessary by borrowing equipment and operators from Agency or other U.S. Government sources when possible and coordinate the use of such equipment.

25X1A

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- (e) Coordinate with GSA the activation of on-call arrangements for snow-removal equipment and operators from commercial sources.
- e. The Chief, Supply Division, OL, or his designee, will:
- (1) Plan and direct snow-removal operations at the [REDACTED] 25X1A
  - (2) Arrange for and utilize commercial concerns for snow removal at the Depot, if necessary, to augment the Depot's in-house capability.
  - (3) Ensure that Depot-controlled snow-removal equipment is ready for use and that drivers and equipment are available to assist in snow-removal operations in the Headquarters area, if required.
  - (4) Prepare and implement plans for operation of the Depot's snack bar. 25X1A

[REDACTED]  
MICHAEL J. MALANICK  
Director of Logistics

2 Attachments:

- Att 1: Annex A (Essential Employees)  
Att 2: Annex B (Priorities for Snow Removal at Headquarters)

25X1A

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ADMINISTRATIVE - INTERNAL USE ONLY

ANNEX B  
to

LI 50-4

Revised 16 December 1974

PRIORITIES FOR SNOW REMOVAL AT HEADQUARTERS

1. Entrance from Route 123 and George Washington Memorial Parkway
2. Perimeter and entrance roads
3. Access road to DCI garage entrance
4. Front and visitor lots
5. Gasoline ramp at powerhouse
6. Access ramp to Printing Services Building shipping dock
7. One-half south and north lots - Start at far end (24-hour cars park closest to buildings)
8. North and south loading docks
9. West lot (old and new)
10. Heliport
11. Northeast entrance lot
12. Southwest entrance lot
13. Balance of north and south lots

NOTES:

1. The Space Maintenance and Facilities Branch, LSD/OL, will assign one man at Gate #1 to receive contractor equipment, check contractor names, type of equipment, time in, and instruct contractors where to go.

2. The GSA Buildings Manager, Headquarters Building, will have responsible personnel on extensions 6294 and 4533 to manage snow-removal crews.

3. The GSA Buildings Manager, Headquarters Building, will order all additional contractor equipment, as needed.

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- b. The applicable portions of this instruction will be implemented on order of the Director of Logistics (D/L), or his designee.

2. RESPONSIBILITIES

- a. The Chief, Plans and Programs Staff (P&PS), OL, will:
  - (1) When so ordered, instruct staffs and divisions to implement appropriate portions of this instruction.
  - (2) Coordinate the establishment of priorities and implementing plans within the staffs and divisions.
  - (3) Maintain a current overall roster of "Essential Employees" (Annex A) and disseminate revisions thereto to the staffs and divisions.
- b. The chiefs of staffs and divisions will:
  - (1) Identify essential employees within their elements and instruct such employees in their responsibilities during emergencies.

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EXEMPT FROM GENERAL DECLASSIFICATION	
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§ 5B(1), (2), (3) or (4) (circle one or more)	
AUTOMATICALLY DECLASSIFIED ON	
Removal of Annex A	
(unless impossible, insert date or event)	

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Director of Logistics

2 Attachments:

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SCHEDULE 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 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- (2) Maintain this roster on a current basis and notify the Chief, Plans and Programs Staff, of any changes. *PJP5/02,*
- (3) Prepare plans for continuing in emergency situations the performance of essential functions and ensure their implementation, when so instructed. */*

c. The Chief, Security Staff, <sup>(b)</sup> will:

- (1) Coordinate the establishment of plans and procedures for safeguarding classified material in emergency situations.
- (2) Maintain close liaison with the Office of Security and keep the Director of Logistics appropriately informed. *D/L*

d. The Chief, Logistics Services Division, <sup>(CLSD), OL,</sup> will: *(OS)*

- (1) In coordination with the Office of Security, ~~and the Office of Communications~~, activate emergency plans for an auxiliary communications system, utilizing to the extent necessary the remote-control points and the radio-equipped vehicles controlled by the Logistics Services Division to assist in providing a capability for essential communications in case of a breakdown in the commercial telephone system.
- (2) Maintain close liaison with all available sources of weather information and keep the Director of Logistics appropriately informed. *D/L*
- (3) Ensure that motor pool vehicles are positioned so that they will be readily accessible for use and least vulnerable to damage from causes arising from the emergency situation.  
limited
- (4) Provide ~~Government~~ transportation from home to office for the Deputy Directors and designated key employees.
- (5) Maintain stocks of cots, sleeping bags, sheets, blankets, pillows, pillowcases, and rations throughout the area and provide for issuing them.

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- (6) Provide for the continuation of cafeteria and vending-machine services in Agency-occupied buildings.
- (7) In conjunction with the GSA Buildings Manager, provide for the continuation of utilities services in Agency-occupied buildings. Maintain a roster of the names, addresses, and telephone numbers of the owners and their employees who manage the leased buildings occupied by the Agency.
- (8) During times of emergency, the Office of the Chief, Logistics Services Division, will be the Logistics Emergency Control Center. LSD/OL
- (9) Activate to the extent necessary any emergency plans for logistic services support from other Government, state, county, or commercial organizations.
- (10) To the extent possible, use radio-equipped vehicles for essential courier service, and coordinate with the Physical Security Division, ~~Office of Security~~, plans for courier service when the risk to classified material is greater than normal. OS
- (11) Discharge the following responsibilities relating to snow emergencies:
  - (a) Maintain a current list of personnel and equipment available from the Agency, GSA, military activities, state, county, and commercial sources for the removal of snow.
  - (b) Maintain, on a current basis, the list of "Priorities for Snow Removal at Headquarters" (Annex 3) and provide the GSA Buildings Manager with a schedule of the priorities by area.
  - (c) Except for the [REDACTED] coordinate with GSA snow removal operations at other Agency-occupied buildings in the area. 25X1A
  - (d) Augment GSA's snow-removal capability to the extent necessary by borrowing equipment and operators from Agency or other US Government sources when possible and coordinate the use of such equipment.

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- (e) Coordinate with GSA the activation of on-call arrangements for snow-removal equipment and operators from commercial sources.

e. The Chief, Supply Division<sup>0</sup>, or his designee, will:

- (1) Plan and direct snow-removal operations at the [REDACTED]
- (2) Arrange for and utilize commercial concerns for snow removal at the Depot, if necessary, to augment the Depot's in-house capability.
- (3) Ensure that Depot-controlled snow-removal equipment is ready for use and that drivers and equipment are available to assist in snow-removal operations in the Headquarters area, if required.
- (4) Prepare and implement plans for operation of the Depot's snack bar.

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[REDACTED]  
FRANCIS J. VAN DAMM  
Director of Logistics

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**2** Attachments:

Att 1: Annex A (~~Essential Employees~~)

Att **2**: Annex **B** (~~Priorities for Snow Removal at Headquarters~~)



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ANNEX **8**

to

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PRIORITIES FOR SNOW REMOVAL AT HEADQUARTERS

1. Entrance from Route 123 and Parkway
2. Perimeter and entrance roads *George Washington Memorial*
3. Access road to DCI garage entrance
4. Front and ~~Visitor~~ Lots
5. Gasoline ramp at ~~Power~~ House
6. Access ramp to Printing Services Building shipping dock
7. One-half ~~South~~ and ~~North~~ Lots - Start at far end (24-hour cars park closest to buildings)
8. North and ~~South~~ Loading Docks
9. West ~~Lot~~ (old and new)
10. Heliport
11. Northeast ~~Entrance~~ Lot
12. Southwest ~~Entrance~~ Lot
13. Balance of ~~North~~ and ~~South~~ Lots

NOTES:

1. The Space Maintenance and Facilities Branch will assign one man at Gate #1 to receive contractor equipment, check their names, type of equipment, time in, and instruct them where to go. *contractor*

2. The GSA Buildings Manager, Headquarters Building, will have responsible personnel on extensions 6294 and 4533 to manage snow-removal crews.

3. The GSA Buildings Manager, Headquarters Building, will order all additional contractor equipment, as needed.